



JOB VACANCY ANNOUNCEMENT

June 2, 2021

JOB TITLE: ADMINISTRATIVE ASSISTANT
REPORTS TO: CHIEF OF POLICE

DEPARTMENT: POLICE ADMINISTRATION
FLSA: NON-EXEMPT

POSITION PURPOSE:

Provides clerical and administrative support to Police Department Administration.

ESSENTIAL JOB FUNCTIONS

- Performs routine clerical tasks including typing, filing and computer operations.
- Answers incoming calls for the Chief of Police, Deputy Chief and the published office number.
- Maintains and monitors employee attendance, overtime and payroll changes on a daily basis.
- Responsible for reviewing/preparing payroll data for all police department employees through Paycor.
- Prepares an overtime report for the monthly Public Safety meeting.
- Responsible for compiling Public Safety packets for City Council members consisting of gathering stats and reports from various departments within the police department.
- Reviews CAD and case reports to determine if a letter to the property owner is appropriate; utilizes criteria listed in the Nuisance Abatement City Ordinance.
- Copy, file and record employee injury reports for the yearly OSHA report.
- Prepares and maintains Agency Agreements for City business owners and residents.
- Maintains applications and schedules for Citizen Observer Program.
- Compiles KAMEG quarterly reports.
- Compiles end of fiscal year reports.
- Dispenses mail to appropriate offices.
- Prepares crash reports for Safety Committee to review.
- Responsible for retrieving officer- initiated project sheets from Zimbra and forwarding them to the appropriate city department for compliance.
- Responsible for processing monthly invoices for all off-duty security details, including KCHA and KSD for services rendered per intragovernmental agreement contracts.
- Responsible for entering and maintaining information entered into the L.E.A. Administrative Database, consisting of officer involved incidents such as on duty accidents or injuries, use of sick time, citizen complaints, use of force and a list of department policy violations.

MINIMAL QUALIFICATIONS

- High school diploma or equivalent
- Knowledge of office procedures, including computer operations, bookkeeping, file room maintenance and organization, and telephone procedures.
- Knowledge of police department structure, policies, and procedures.
- Recognizes and maintains confidentiality of police department records.

How to Apply/Application Deadline:

Interested applicants should apply online by forwarding a completed employment application, résumé and cover letter to the attention of Carolyn A. Croswell/Director of Human Resources ccroswell@citykankakee-il.gov.
Application Deadline: June 8, 2021.

The City of Kankakee is an equal opportunity employer. (EOE)